



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 12/7/1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. EPO-WQ 3		Date Received DEC 7 - 1973	Application No. 73-588
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division, Water Quality 609 Health Building, 47 Trinity Ave., S.W. Atlanta, Georgia 30334		4. Person to Contact Margaret Gilbert Section	
		5. Working Title Steno III	6. Tel. No. 656-4887

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1945-date

9. Exact Series Title
INDUSTRIAL WASTEWATER TREATMENT FACILITY FILE

10. What is the function of the office in which this record series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the development, operation and maintenance of industrial wastewater treatment facilities

Included are: Construction permits (W.Q. 1.3) original & revised; monthly operating report; and related technical and general correspondence.

File is arranged: chronologically by year; thereunder alphabetically by name of industry.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	17	26		2			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				24			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	10	10	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ [X] ☐ []
(Engineering specifications are microfilmed. See application #73-557)
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
- (See attached sheet)
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☐ []

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

(See attached sheet)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ [X] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] OTHER _____, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(SEE ATTACHED SHEET)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>J. M. Pearson</i> Date <i>12/5/73</i>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William H. Lyle</i>	<i>12/6/73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William H. Lyle</i>	<i>12-15-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<i>12-18-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Sheel</i>	<i>12-18-73</i>
STATE RECORDS COMMITTEE			



Department of Natural Resources

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COMMISSIONER

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DIRECTOR

INDUSTRIAL WASTEWATER TREATMENT FACILITY FILE

A. Industrial Wastewater Treatment Facility Operating Permit File

Disposition: Cut off each calendar year; hold in current files area 5 years; retire to Archives.

Rationale: Agency attorneys use operating permits as evidence in legal-enforcement cases in conjunction with the Georgia Water Quality Control Act (Act No. 870 H.B. 730).

B. Industrial Wastewater Treatment Facility Operating Reports File

Disposition: Cut off each calendar year; hold in current files area 2 years; retire to Archives.

Rationale: Agency attorneys use operating reports as evidence in legal-enforcement cases in conjunction with the Georgia Water Quality Control Act.

C. Industrial Wastewater Treatment Facility Correspondence File

Disposition: Cut off each calendar year; hold in current files area 2 years; retire to Archives.

Rationale: Agency attorneys use operating permits as evidence in legal-enforcement cases in conjunction with the Georgia Water Quality Control Act.

D. Inactive Wastewater Treatment Facility File

Disposition: Cut off each calendar year; remove from active file when a facility becomes inactive due to a plant shut-down or the facility is consolidated into a city or county system; place in inactive file; hold 1 year; then destroy.